



Department of Energy
Washington, D. C. 20585

December 10, 2002

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT: November Working Capital Fund Billing

This memorandum transmits the November 2002, charges to your program for the Working Capital Fund. Billing for October and November were forwarded to the Chief Financial Officer for entering into DISCAS and in time for reporting in November financials.

Initial Payments for FY 2003

The Department is currently operating under a Continuing Resolution (CR) that was recently extended through the middle of January. Subsequently, the Fund has been using carry-over funding from FY 2002 and new program funding to continue operations in FY 2003.

We have asked customer organizations to make advances covering at least through the first quarter of FY 2003, immediately, to be followed by full annual funding levels once the FY2003 Appropriations become available. Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998**, “Working Capital Fund, Administrative Control of Funds.”

FY 2003/2004 Budget Guidance

By memorandum dated May 2, 2002, we issued guideline estimates for FY 2004 Corporate Review (CRB), which included revised estimates for FY 2003. In addition, FY 2002 actual costs are good indicators for FY2003 activities. This may not be true for Building Occupancy, Desktop Support, and Mail estimates that could vary from FY 2002 actual expenses due to revised rate structures or renegotiated annual Service Agreements.

Other factors, known only to the program, may also affect your consumption of WCF goods and services. In making resource allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, potential organizational realignments, and any other factors that you feel are appropriate and relevant.

At the December 11, 2002, WCF Board meeting, we will update FY 2003 and FY 2004 budget estimates to provide you with our most recent information for the Congressional Budget Request.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

Table I **Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.**

Table II **Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.**

November Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of November both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes **annual** charges for internal distribution services at \$10,500 per mail stop assigned to your organization in addition to new charges for mail security. Charges for outgoing metered mail and special handling charges incurred during November are also included.

Photocopying - This bill reflects charges for actual November usage only. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2002; 1.5 cents for dedicated copies; 50.0 cents for color copies.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during November. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2002.

Building Occupancy - This bill includes charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to November 25. **NOTE: The November bill does not include charges for the first quarter rental charge. The December bill will reflect charges for the first quarter of the FY equal to one-fourth of the full annual estimate for space assigned to your organization as of October 1, 2002.**

Telephones - The November bill indicates the difference that results from the reversal of accruals billed in the month of September and actual usage costs for September. For most programs this should represent small charges or credits for November. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during November in addition to charges for help desk services based on actual usage as approved by the Board at its August 21, 2002 meeting. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Network - November charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. November charges **for DOEnet** are based on customer usage with an allocation of DOE CHRIS utilization charged back to customers based on standard on-board staffing levels used in the payroll business.

Payroll Processing - November charges are for one-twelfth the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2003.

Corporate Human Resource Information System (CHRIS) – The full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2002 was billed in October.

On-Line Learning Center (OLC) – First quarter FY 2002 charges for fixed operating and maintenance costs and variable subscription costs for the OLC were billed in October.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The Fourth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2003/FY 2004 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background or the Fund.

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>

Please contact Dianne Cane (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick	(301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	George Tengan	(301) 903-5878
On Line Learning Center (OLC)	Tanya Luckett	(202) 287-1655
Billing Process and Policies	Bob Emond	(202) 586-2354
	Roscoe Harris	(202) 586-5527

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	Beryl Gilmore	D. Bart
BPA	R. Seifert	
CI	L. I. Brown	
CN	D. Baur	S. Steffe
EA	P. Burns	
ED	L. Rudnick	
EE	D. Smith	
EH	G. Judge	T. McCarron
EIA	N. Burnette	
EM	E. Bronstein	B. Male
FE	C. Roy	G. Stern
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	B. Schrum	
IM	A. Warnick	
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Haller	J. Trainor
NE	W. Carroll	L. Soo Hoo
OA	L. Gasperow	C. Feldmeyer
PA	L. I. Brown	
PML	M. Livingston	D. Meyers
PI	S. Browne	S. Rush
RW	L. Barrett	D. LeVan
SC	B. Swain	J. Kelley
SO	T. Fox	D. Friis
WH	M. Dillon	
WT	M. Owen	M. Mescher

WCF BOARD MEMBERS

CFO	B. Carnes	NE	W. Magwood
CIO	K.Evans	NA	L. Brooks
EE	D. Garman	OA	G. Podonsky
EH	B. Cook	PI	V. Bailey
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	SO	J. Mahaley
FE	M. Smith	GC	L. Otis

Summary of Current Month Bill - November, 2002
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	569	121	0	121	151	97	248	2,120	0	0	0
BCA	0	48	0	48	21	0	21	0	0	0	0
BPA	107	4	0	4	0	0	0	116	0	165	165
CI	1,156	600	0	600	513	643	1,155	323	0	100	100
CN	694	876	0	876	1,659	0	1,659	560	0	40	40
EA	1,014	1,022	0	1,022	427	0	427	695	0	0	0
ED	1,770	601	0	601	915	1,420	2,335	6,480	0	150	150
EE	17,738	3,193	0	3,193	2,565	7,492	10,057	10,278	0	1,770	1,770
EH	8,723	985	0	985	6,959	6,501	13,460	2,128	0	0	0
EIA	11,151	8,910	0	8,910	662	18,050	18,711	54,955	0	8,255	8,255
EM	11,304	763	0	763	8,706	2,867	11,573	3,935	0	365	365
FE	8,476	1,229	0	1,229	2,689	24,884	27,573	8,767	0	50	50
GC	9,266	459	0	459	1,690	824	2,513	1,864	0	1,201	1,201
HG	1,305	113	0	113	0	0	0	703	0	0	0
IG	2,262	877	0	877	584	653	1,237	4,337	0	20	20
IM	8,666	184	0	184	315	1,566	1,881	2,338	0	810	810
IN	1,686	10,093	0	10,093	1,477	91	1,567	243	0	2,401	2,401
ME	27,402	8,385	0	8,385	18,391	12,480	30,870	21,823	0	0	0
NA	26,814	60,004	0	60,004	12,903	4,372	17,275	6,231	0	1,665	1,665
NE	3,497	157	0	157	466	1,020	1,486	965	0	274	274
NR	0	975	0	975	0	0	0	0	0	0	0
OA	2,266	1,212	0	1,212	397	216	613	501	0	0	0
PA	1,854	169	0	169	3,004	6,217	9,221	11,296	0	525	525
PI	4,781	1,331	0	1,331	1,406	3,173	4,579	2,810	0	245	245
RW	2,145	428	0	428	550	354	904	2,052	0	0	0
S	2,308	389	0	389	366	91	457	4,744	0	0	0
SC	16,289	2,707	0	2,707	1,362	20,807	22,169	20,429	0	485	485
SO	21,144	1,618	0	1,618	5,648	5,917	11,565	22,593	0	-375	-375
WAPA	6	24	0	24	0	0	0	2,279	0	0	0
WT	550	509	0	509	112	0	112	219	0	0	0
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	721	0	0	0
TOTAL	194,944	107,986	0	107,986	73,937	119,734	193,671	196,505	0	18,148	18,148

Note: ME includes charges for WH (White House Task Force)

Summary of Current Month Bill - November, 2002
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMIN.	TOTAL NOVEMBER
AB	22	607	630	15	414	0	110	0	0	0	4,227
BCA	-32	357	325	133	41	0	66	0	0	0	635
BPA	-24	858	834	45	1,330	0	0	0	0	0	2,602
CI	-10	3,109	3,098	1,457	2,659	0	926	0	0	0	11,474
CN	-46	6,324	6,278	23	1,440	480	727	0	0	0	12,778
EA	0	0	0	282	0	0	287	0	0	0	3,726
ED	-19	3,251	3,232	212	2,941	240	838	0	0	0	18,799
EE	-1,496	29,799	28,303	3,484	49,759	18,360	11,948	0	75	0	154,965
EH	-1,406	20,831	19,425	3,357	22,174	5,200	5,423	0	0	0	80,875
EIA	-184	30,120	29,936	252	1,065	35,840	8,355	0	0	0	177,431
EM	-6,541	33,693	27,152	1,472	45,875	5,520	43,383	0	0	0	151,341
FE	-556	15,721	15,165	7,990	38,297	5,400	21,052	0	0	0	134,000
GC	-156	12,077	11,921	480	7,391	0	3,263	0	75	0	38,432
HG	-117	2,251	2,134	11	1,228	240	794	0	0	0	6,528
IG	-236	7,396	7,160	215	8,458	0	5,886	0	0	0	30,452
IM	-1,007	20,152	19,145	18,283	23,604	3,600	2,204	0	0	0	80,716
IN	235	6,074	6,309	256	261	0	1,146	0	0	0	23,962
ME	-1,450	77,320	75,870	25,836	73,182	10,800	14,880	0	0	0	289,048
NA	-4,779	60,812	56,034	11,240	111,479	5,520	55,022	0	0	0	351,282
NE	-1,067	10,040	8,973	45	7,308	720	2,359	0	0	0	25,784
NR	606	0	606	0	0	0	3,990	0	0	0	5,571
OA	-90	4,681	4,590	3,708	3,440	0	1,345	0	0	0	17,676
PA	2,366	2,680	5,046	2,755	2,005	0	595	0	0	0	33,467
PI	-1,228	8,039	6,811	706	7,236	320	2,271	0	0	0	31,091
RW	-1,828	7,003	5,175	177	5,748	0	3,593	0	0	0	20,221
S	287	5,681	5,968	163	2,897	0	639	0	0	0	17,565
SC	-1,122	25,869	24,746	662	51,680	0	27,401	0	5,525	0	172,093
SO	4,613	40,768	45,381	14,396	13,514	0	5,533	0	0	0	135,370
WAPA	6,118	607	6,725	0	33,256	0	33,904	0	0	0	76,194
WT	-34	1,036	1,002	126	1,077	0	397	0	0	0	3,992
FO	0	0	0	0	0	0	0	0	6,500	0	6,500
Bus. Line	0	0	0	0	0	0	0	0	0	0	721
TOTAL	-9,184	437,157	427,973	97,782	519,761	92,240	258,333	0	12,175	0	2,119,518

Summary of Year-To-Date Billing Thru November, 2002

(Thousands)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	603	444	16,302	16,746	294	6,849	7,143	3,024	0	0	0
BCA	4	51	0	51	41	0	41	0	0	0	0
BPA	363	25	14,162	14,187	0	36	36	398	0	165	165
CI	2,161	1,518	26,802	28,320	1,286	2,011	3,297	685	0	100	100
CN	2,111	3,350	16,302	19,652	2,559	0	2,559	1,170	0	40	40
EA	1,463	1,062	16,302	17,364	700	2	702	2,369	0	0	0
ED	4,500	845	40,426	41,271	1,729	6,163	7,892	10,099	0	575	575
EE	36,510	13,010	16,302	29,312	5,682	24,202	29,884	19,282	0	1,770	1,770
EH	20,447	4,835	40,426	45,261	11,605	15,555	27,160	3,781	0	200	200
EIA	24,372	16,410	100,736	117,146	1,645	24,190	25,835	82,480	0	8,335	8,335
EM	27,414	1,988	40,381	42,369	18,339	6,172	24,512	9,330	0	3,780	3,780
FE	15,871	5,279	28,364	33,643	6,010	25,687	31,697	17,102	0	50	50
GC	12,481	2,306	34,395	36,701	4,399	1,795	6,193	8,123	0	1,201	1,201
HG	1,438	434	16,302	16,736	706	0	706	7,237	0	0	0
IG	5,099	1,524	28,364	29,888	1,094	1,116	2,209	7,889	0	380	380
IM	15,276	1,257	62,988	64,245	697	3,803	4,500	3,725	0	825	825
IN	5,712	60,799	16,302	77,101	3,148	95	3,243	548	0	6,002	6,002
ME	61,410	20,731	364,309	385,040	52,921	24,991	77,912	43,964	0	0	0
NA	54,933	110,633	79,736	190,369	26,991	11,341	38,332	13,058	0	17,174	17,174
NE	7,548	219	37,864	38,083	1,046	1,888	2,935	2,525	0	334	334
NR	0	1,098	0	1,098	0	0	0	0	0	0	0
OA	4,140	2,036	16,302	18,338	826	239	1,065	915	0	15	15
PA	3,272	812	40,426	41,238	5,873	12,592	18,465	22,109	0	525	525
PI	9,828	1,454	41,988	43,442	2,801	3,618	6,419	5,882	0	415	415
RW	6,519	580	16,302	16,882	1,056	884	1,940	7,793	0	550	550
S	4,262	796	16,302	17,098	828	110	939	8,884	0	0	0
SC	37,310	9,463	28,364	37,827	2,602	26,249	28,851	33,760	0	4,217	4,217
SO	52,871	5,237	136,922	142,159	15,413	7,399	22,812	26,505	0	5,343	5,343
WAPA	39	25	14,162	14,187	0	20	20	24,832	0	0	0
WT	725	1,081	16,302	17,383	249	811	1,060	438	0	0	0
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	1,454	0	0	0
TOTAL	418,684	269,302	1,323,835	1,593,137	170,539	207,818	378,357	369,361	0	51,997	51,997

Note: 'FO= Field Operations Offices OLC billing only

Note: 'ME includes charges for WH (White House Task Force)

Summary of Year-To-Date Billing Thru November, 2002
(THOUSANDS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	PHONE INFRA- STRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	53	1,216	1,269	111	836	0	221	926	54	0	30,932
BCA	-64	716	652	268	85	0	132	556	0	0	1,789
BPA	-40	1,717	1,677	45	1,966	0	0	0	18,734	0	37,572
CI	-24	6,225	6,201	3,065	5,299	0	1,852	7,777	163	0	58,919
CN	-80	12,593	12,512	163	2,907	960	1,455	6,111	0	0	49,641
EA	0	0	0	550	0	0	573	2,407	0	0	25,429
ED	-7	6,475	6,468	503	5,934	1,400	1,675	7,036	0	0	87,354
EE	-2,978	59,923	56,945	9,515	100,775	21,560	23,896	100,362	5,885	0	435,695
EH	-2,232	41,570	39,339	6,427	44,696	10,400	10,846	45,552	2,180	0	256,288
EIA	1,208	60,138	61,345	599	2,226	119,480	16,709	70,179	20,374	0	549,082
EM	-12,590	67,221	54,630	6,086	92,946	6,000	86,765	364,413	63,702	0	781,947
FE	-2,441	31,446	29,005	14,919	75,639	5,840	42,104	176,836	8,384	0	451,091
GC	-233	24,184	23,951	1,038	14,920	0	6,525	27,405	1,884	0	140,423
HG	-228	4,508	4,280	22	2,482	240	1,587	6,666	740	0	42,133
IG	-218	14,775	14,557	525	16,915	0	11,772	49,440	24,146	0	162,820
IM	-2,321	40,283	37,961	38,837	46,466	4,080	4,409	18,517	7,072	0	245,913
IN	393	12,164	12,557	307	539	0	2,293	9,629	4,340	0	122,272
ME	-1,790	154,834	153,045	53,317	145,108	19,520	29,760	124,990	31,222	0	1,125,287
NA	-9,190	121,599	112,409	22,772	225,995	40,800	110,044	462,183	35,332	0	1,323,400
NE	-2,631	20,034	17,403	55	14,354	1,040	4,717	19,813	2,237	0	111,044
NR	2,100	0	2,100	0	0	0	7,980	33,516	0	0	44,693
OA	-165	9,337	9,172	8,294	6,874	0	2,689	11,295	0	0	62,799
PA	5,032	5,295	10,326	6,327	4,046	0	1,190	5,000	0	0	112,499
PI	-4,180	16,099	11,919	1,704	14,609	880	4,541	19,072	1,341	0	120,052
RW	-3,812	14,024	10,212	597	11,493	440	7,186	30,183	22	0	93,817
S	680	11,341	12,021	276	5,790	0	1,279	5,370	0	0	55,918
SC	-2,881	51,731	48,850	1,834	105,626	4,960	54,801	230,166	16,683	0	604,884
SO	3,020	81,495	84,516	28,275	27,241	320	11,066	46,478	19,769	0	467,353
WAPA	11,692	1,216	12,909	0	61,541	0	67,807	284,791	14,259	0	480,385
WT	-25	2,075	2,050	207	2,182	0	794	3,333	553	0	28,724
FO	0	0	0	0	0	0	0	0	21,049	0	21,049
Bus. Line	0	0	0								1,454
TOTAL	-23,953	874,232	850,279	206,637	1,039,492	237,920	516,667	2,170,000	300,125	0	8,132,656